Excel 2007 Level 1

Exploring Excel
- Working with Excel
- Starting Excel
- Using the Interface
- Using the Office Button
- Exploring Excel Options
- Working with Worksheets
- Using the Ribbon
- Hiding the Ribbon
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Customizing the Status Bar
- Exiting Excel
- Exploring Excel

Using Basic Workbook Skills
- Selecting a Cell using the Keyboard
- Using KeyTips
- Scrolling using the Mouse
- Using the Scroll Bar Shortcut Menu
- Using the Go To Dialog Box
- Entering Text into Cells
- Entering Numbers into Cells
- Saving a New Workbook
- Closing a Workbook
- Creating a New Workbook
- Using a Template
- Opening an Existing Workbook
- Using Data Entry Shortcuts
- Editing Cell Entries
- Checking Worksheet Spelling
- Creating a New Folder
- Renaming an Existing Workbook
- Using Basic Workbook Skills

Working with Ranges
- Using Ranges
- Selecting Ranges with the Mouse
- Selecting Ranges with the Keyboard
- Selecting Non-adjacent Ranges
- Entering Values into a Range
- Using the Auto Fill Feature
- Working with Ranges
Creating Simple Formulas
Using Formulas
Entering Formulas
Using Functions
Using the AutoSum Button
Using the AutoSum List
Inserting Functions in Formulas
Editing Functions
Using the AutoCalculate Feature
Using Range Borders to Modify Formulas
Checking Formula Errors
Creating Simple Formulas

Copying and Moving Data
Copying/Cutting and Pasting Data
Copying and Pasting Formulas
Using the Paste Options Button
Using the Paste List
Using the Clipboard Task Pane
Creating an Absolute Reference
Filling Cells
Using Drag-and-Drop Editing
Using Undo and Redo
Copying and Moving Data

Printing
Previewing a Worksheet
Printing the Current Worksheet
Printing a Selected Range
Printing a Page Range
Printing Multiple Copies
Printing

Using Page Setup
Setting Margin and Centering Options
Changing Page Orientation and Paper Size
Repeating Row and Column Labels
Scaling a Worksheet
Changing Page Breaks
Setting/Removing a Print Area
Changing Sheet Options
Creating Headers and Footers
Using Built-in Headers and Footers
Using Page Setup

Formatting Numbers
Using Number Formats
Using the Accounting Number Style
Using the Percent Style
Using the Comma Style
Changing Decimal Places
Formatting Numbers
Formatting Text
- Formatting Cell Text
- Changing an Existing Font
- Modifying the Font Size
- Using Bold and Italics
- Underlining Text
- Changing the Font Color
- Rotating Text in a Cell
- Wrapping Text in a Cell
- Shrinking Text in a Cell
- Changing Cell Alignment
- Changing Text Indentation
- Formatting Text

Working with Columns and Rows
- Selecting Columns and Rows
- Using Narrow Column Tooltips
- Changing the Width of Columns
- Changing the Height of Rows
- Adjusting Columns Automatically
- Hiding Columns and Rows
- Unhiding Columns and Rows
- Inserting a Column
- Insert a Row
- Deleting a Column
- Deleting a Row
- Working with Columns and Rows

Formatting Cells
- Using the Merge and Center Button
- Changing the Vertical Alignment
- Splitting Cells
- Using the Borders Button
- Drawing Cell Borders
- Using the Fill Color Button
- Pasting Formats
- Using the Format Painter Button
- Copying Formats to Non-Adjacent Cells
- Clearing Formats
- Inserting Selected Cells
- Inserting Cut or Copied Cells
- Deleting Selected Cells
- Formatting Cells

Using Automatic Formatting and Styles
- Using Automatic Formatting Features
- Applying an AutoFormat
- Extending List Formats and Formulas
- Applying a Predefined Style
- Creating a Style by Example
- Applying a Style
- Creating a New Style
- Editing an Existing Style
- Merging Styles
- Using Automatic Formatting and Styles
Getting Help
   Using Microsoft Excel Help and Resources
   Working with Excel Help
   Looking Further for Answers
   Getting Help